

NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Nutrition Program Specialist Apprentice

ISSUE DATE: August 16, 2016
CLOSING DATE: September 14, 2016
SALARY: \$47,107.07
ANNOUNCEMENT NUMBER: 24-16

LOCATION: Trenton, New Jersey
Division of Food and Nutrition

POSITION DESCRIPTION

Under close supervision of a Nutrition Program Specialist 3 or other supervisory officer in the Division of Food and Nutrition, New Jersey Department of Agriculture, as an apprentice and productive worker, receives on the job training in the delivery of nutrition programs; provides technical assistance; works with program staff to monitor program sponsors/participants to determine compliance with applicable program regulations; assists program staff with conducting administrative reviews of sponsor programs for compliance monitoring requirements; assists program staff responsible for implementing measures to expand program participation; performs related work as required. Please note: Periodic statewide field work travel is required.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Nutrition, Food Service Management, Dietetics, Food Science, Food Technology, Home Economics, or other areas related to nutrition.

NOTE: The degree in Home Economics must include or be supplemented by eighteen (18) semester hour credits in Food and Nutrition.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

NOTE: Candidates must possess the ability to prepare clear, sound, accurate and informative reports, containing findings, conclusions and recommendations; Preference will be given to candidates with excellent written and verbal communication skills.

NOTE: Candidates must possess the ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or other related units.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

TRAINEE ADVANCEMENT:

Upon the successful completion of a twenty-four (24) month apprenticeship, appointees will be eligible for advancement to Nutrition Program Specialist 1 in accordance with New Jersey Civil Service Commission procedures.

NOTE: The inability of an employee in the apprentice title to attain a level of performance warranting advancement to Nutrition Program Specialist 1 shall be considered as cause for separation.

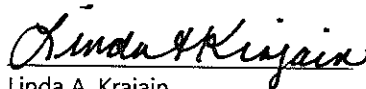
RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.02

**** AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants should submit a cover letter with announcement number, resume, and college transcripts by the closing date to: Heather Knox, Personnel Assistant 3, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625 or to njdajobs@ag.state.nj.us.

POSTING AUTHORIZED BY:


Linda A. Krajain
Manager, Human Resources